



# TOWN OF TEWKSBURY

DEPARTMENT OF PUBLIC WORKS  
999 WHIPPLE ROAD  
TEWKSBURY, MASSACHUSETTS 01876

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TOWN ENGINEER  
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## **TOWN SEWER CONNECTION PROCEDURE**

The sewer main that passes your property has been successfully tested and accepted by the Town. Your house may now be connected to the Town sewer line. Please follow the steps listed below.

**STEP #1** – Pick up a yellow APPLICATION FORM at the Engineering Department at the DPW Building on 999 Whipple Road. Fill out the front page of the application and pay the Application Fee. The Application Fee is **\$60.00** and must be paid by check or money order payable to the Town of Tewksbury.

**STEP #2** – Fill out a Sewer Entry form for the plumbing inspection. The Plumbing Inspector must check the house to see if the plumbing needs correcting prior to connecting to the sewer line. The plumbing inspection fee is \$40.00 and must be paid by check or money order payable to the Town of Tewksbury.

**STEP #3** – The Plumbing Inspector will call for an appointment to do the inspection. If no work is required, the sewer application will be signed. If plumbing work is required the Plumbing Inspector will NOT sign the sewer application until a plumber has pulled a permit for the work in question.

**STEP #4** – Select a DRAIN LAYER (the contractor that will connect your house to the sewer system) from the approved drain layer's list. The list is available at the Engineering Department. The DRAIN LAYER is your contractor. The Town does NOT set their fee. All the Drain Layers will give free estimates for the work to be done. We suggest you obtain more than one estimate.

**STEP #5** – After the Plumbing Inspector signs the sewer application, the application proceeds to the Water Department. The Water Department will mark the location of the house's water service and sign the sewer application. The DRAIN LAYER will then be allowed to pick up the sewer application form with their permit and proceed with the work.

**STEP #6** – The Board of Health must be contacted to abandon the existing septic system (If Applicable).

## **SUMMARY OF COSTS**

Application Fee	<b>\$60.00</b>
Plumbing Inspectors Fee	<b>\$40.00 (One Check for a \$100 is preferred)</b>
Drain Layers Fee	<b>NOT NEGOTIATED BY TOWN</b>

Please call Kevin Hardiman, Town Engineer, in the Department of Public Works at 978-640-4440 x239 if you have any questions. The Engineering Department is open Monday through Friday from 8:30 AM to 4:30 PM.